

Town of North Hempstead Purchasing Division Request for Sealed Bids Air Duct, Boiler, and Chimney Cleaning TNH030-2010



INVITATION:

**BIDS MUST BE RECEIVED PRIOR TO 11:00 AM ,
AUGUST 20, 2010, IN THE PURCHASING DIVISION ,
STATING THE LOWEST PRICES FOR
WHICH YOU CAN FURNISH THE ARTICLES DESCRIBED HEREIN ;
AND WILL BE PUBLICLY OPENED AT 11:00 AM ON SAID
DATE IN THE TOWN PURCHASING OFFICE.**

**Purchasing Division
contracts@northhempsteadny.gov**

**220 PLANDOME ROAD
MANHASSET, NY 11030
516-869-2913, Fax 516-869-2919**

Please Print:

_____	Company Name
_____	Address
_____	Address
_____	Telephone
_____	Fax
_____	Email

Section II. Bid Requirements

DUCT CLEANING

1- Special Provisions

1.01 Qualification of the HVAC System Cleaning Contractor:

(A) Membership: The HVAC system cleaning contractor shall be a certified member of the National Air Duct Cleaners Association (NADCA).

(B) Certification: The HVAC system cleaning contractor shall have a minimum of two (2) Air System Cleaning Specialist (ASCS) certified by NADCA on a full time basis.

BID: AIR DUCT, BOILER, AND CHIMNEY CLEANING- SCOPE &

(C) Supervisor Qualifications: A person certified as an ASCS by NADCA shall be responsible for the total work herein specified.

(D) Experience: The HVAC system cleaning contractor shall submit records of experience in the field of HVAC system cleaning proving he can provide the services requested to the magnitude required. Bids shall only be considered from firms which are regularly engaged in HVAC system maintenance with an emphasis of HVAC system cleaning and decontamination.

(E) Equipment, Materials & Labor: The HVAC system cleaning contractor shall possess and furnish all necessary equipment, materials and labor to adequately perform the specified services.

1. The Contractor shall assure that its Employees have received safety equipment Training, individual health protection Measures, and manufacturer's product and material safety data sheets (MSDS) as required for the work by the U.S. Occupational Safety and Health Administration (10 HOUR OSHA CONSTRUCTION AND SAFETY COURSE).

2. The contractor shall maintain a copy of all Current MSDS documentation and safety certifications at the site at all times, as well as comply with all other site documentation requirements of applicable OSHA programs and these specifications.

3. Contractor shall submit to the all Material Safety Data Sheets (MSDS) For all chemical products proposed to be used in the cleaning process.

(F) Licensing: The HVAC system contractor shall provide proof of maintaining the proper license(s), if any, as required to do this type of work. The contractor Shall comply with all Federal, State and local rules, regulations and licensing requirements.

2- HVAC CLEANING SPECIFICATIONS & REQUIREMENTS

2.01 SCOPE OF WORK

(A) Scope: The contractor shall be responsible for the removal of visible surface contaminants and deposits from within the HVAC system in strict accordance with these specifications.

The HVAC system includes any interior surface of the facility's air distribution system for conditioned spaces and/or occupied zones. This includes the entire heating, air-conditioning and ventilation system from the points where the air enters the system to the points where the air is discharged from the system. The return grilles, return air ducts to the air handling unit (AHU), the interior surfaces of the AHU, mixing box, coil compartments, condensate drain pans, humidifiers and dehumidifiers, supply air ducts, fans, fan housing, fan blades, air wash systems, spray eliminators, turning vanes, filters, filter housings, reheat coils, and supply diffusers are all considered part of the HVAC system. The HVAC system may also include other components such as dedicated exhaust and ventilation components and make-up air systems.

(B) Containment: Debris removed during cleaning shall be collected and precautions must be taken to ensure that debris is not otherwise dispersed outside the HVAC system during the cleaning process.

(C) Particulate Collection: Where the particulate Collection equipment is exhausting inside the building, HEPA filtration with 99.7% collection Efficiency for 0.3-micron size (or greater) particles shall be used.

(D) Service Openings: The contractor shall utilize the existing service openings already installed in the HVAC system where possible. Other openings shall be created where needed and they must be created so they can be sealed in accordance with industry codes and standards. Closures must not significantly hinder, restrict, or alter the airflow within the system. Closures must be properly insulated to prevent heat loss/gain or condensation on surfaces within the system. Openings must not compromise the structural integrity of the system. Cutting service openings into flexible ducts is not permitted. Flexible duct shall be disconnected at the ends as needed for proper cleaning and inspection. Truck Mounted Power Vacuums to be used where accessible.

(E) Air Handling units, terminal units (VAV, Dual duct boxes, etc.), blowers and exhaust fans: The contractor shall insure that supply, return, and exhaust fans

and blowers are thoroughly cleaned. Areas to be cleaned include blowers, fan housings, plenums (except ceiling supply and return plenums), scrolls, blades, or

vanes, shafts, baffles, dampers and drive assemblies. Contractor shall clean all coils and related components, including evaporator fins.

(F) An air scrubbing machine must be utilized in each room where duct cleaning project is in progress to insure minimal dust/debris residue.

(G) The contractor must maintain a minimum of three (3) portable (HEPA) vacuums and four (4) Truck Mounted Vacuums to provide this service accordingly.

(H) The contractor must be able to provide emergency service within one (1) hour and non-emergency service within one (1) week.

The awarded contractor must have at least ten (10) years continuous experience in HVAC Air Duct, Boiler and Chimney Cleaning. The awarded contractor must prove by references that he has performed at least five (5) different projects of this same specification and magnitude.

INSURANCE: The awarded contractor must maintain Commercial General Liability Insurance of \$1,000,000 per occurrence/\$2,000,000 general and products/completed operations aggregates. The general aggregate shall apply on a per-project basis. Automobile Liability- \$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles. Excess Coverage- \$2,000,000 per occurrence and aggregate. Workers' Compensation- Statutory Workers' Compensation and Employers' Liability Insurance for all employees.

The awarded contractor and his employees must maintain certification and knowledge for the following:

- NADCA CERTIFICATION & MEMBERSHIP
- OSHA 10 HOUR CONSTRUCTION SAFETY
- ASBESTOS AWARENESS
- OSHA CONFINED SPACE
- OSHA LOCKOUT/TAGOUT PROCEDURE
- HAZARDOUS COMMUNICATIONS PROGRAM
- CERTIFICATION IN CSIA

3- BOILER CLEANING

3.01 SCOPE OF WORK

(A) The Contractor shall be responsible for the cleaning and removal of all soot and debris from boilers, boiler tubes, breechings, chimneys and associated chimney bases in strict accordance with these specifications.

Wire brush and scrape boiler tubes and heating surfaces. Wire brush and remove soot from breechings and adjacent areas including the base of stack and smoke hoods directly to Truck Mounted Vacuums via fire proof hose. Leave boiler rooms in soot free condition, washing if necessary/possible. Upon completion of the boiler cleaning work an authorized representative shall inspect the cleaning and closing of boilers. Upon approval he/she will sign the contractor's service ticket.

The Contractor shall provide, erect and maintain all necessary barricades, signs and lights and take all necessary precautions for the protection of the work and safety of the public.

Boiler, burners, controls, piping and floors are to be protected to prevent damage from soot, scale and residue.

Burners, piping and related equipment are not to be used as ladders or steps for access to boilers. The contractor will furnish all ladders and equipment necessary to attain normal access. A report of boiler conditions that require repairs is to be submitted for each location after cleaning.

Fire tube boilers are to be punched using wire brushes to cut into and remove scale after cleaning.

All soot and residue from cleaning shall be vacuumed clean and removed with the use of Truck Mounted Vacuums. Small boilers may be cleaned with the use of portable HEPA vacuum units. Under no circumstances will soot disposal require transportation of soot through the corridors or rooms of any building.

During the course of cleaning, the contractor's employees shall confine themselves to the proximity of the boiler room, its access to external exits and adjoining lavatory where applicable.

Contractors employees shall be supplied and equipped with protective soot resistant clothing, eye shields, masks, gloves and/or respirators, etc. as may be necessary to prevent injury when cleaning boilers.

4. KITCHEN EXHAUST DUCT CLEANING

4.01 SCOPE OF WORK

(A) Scope: All kitchen exhaust systems are to be cleaned twice (2x) per year in accordance with the following specifications:

Prior to the commencement of any Kitchen Exhaust Duct Cleaning the contractor's employees shall completely cover and protect surrounding work areas including burners and stoves.

Scrape and chemically clean with an environmentally approved kitchen grease cutter, all exhaust hoods, exhaust trunk lines, fans and fan housings. Polish exterior of hoods.

Validated cleaning stickers to be adhered to the exterior of all hoods after cleaning is complete. Adhesive stickers to contain all relevant information including date of cleaning and expiration of cleaning service.

All labor and materials shall adhere to standards of BNL, local fire codes and NFPA 96 section 8-3.

5. CHIMNEY CLEANING

5.01 SCOPE OF WORK

(A) Scope: Wire brush, snake and vacuum clean chimneys accordingly. Chimneys to be inspected at the time of cleaning and a report should be submitted thereafter of chimney condition.

Truck Mounted Vacuums to be used for cleaning where ever possible.

All necessary precautions will be taken to protect surrounding areas while service is in progress.

The awarded contractor must have at least one (1) certified CSIA (Chimney Safety Institute of America) on staff.

1.0. Duct Cleaning

<u>Rates</u>	<u>Straight Time Hourly Rate</u>	<u>Overtime</u>
Mechanic	\$	\$
Helper/Apprentice	\$	\$

Billing for Parts & Materials:

Contractor's certified cost plus _____%

Discount percentage for prompt payment _____%

Bidders are reminded that notwithstanding the hourly rates bid they are required to pay prevailing wage rates per bid specifications.

The Contractor's shall pay only for time on site (not travel time).

Please indicate hours of operation considered to be straight time and overtime

Invoices:

- a. Must reference the purchase order number and a copy of the work order must be attached. Submit copies of certified payrolls, and
- b. Provide copies of vendor's original receipts or invoices from the manufacturer for the purchase of materials.

2.0. HVAC

<u>Rates</u>	<u>Straight Time Hourly Rate</u>	<u>Overtime</u>
Mechanic	\$	\$
Helper/Apprentice	\$	\$

Billing for Parts & Materials:

Contractor's certified cost plus _____%

Discount percentage for prompt payment _____%

Bidders are reminded that notwithstanding the hourly rates bid they are required to pay prevailing wage rates per bid specifications.

The Contractor's shall pay only for time on site (not travel time).

Please indicate hours of operation considered to be straight time and overtime

Invoices:

- c. Must reference the purchase order number and a copy of the work order must be attached. Submit copies of certified payrolls, and
- d. Provide copies of vendor's original receipts or invoices from the manufacturer for the purchase of materials.

3.0. Boiler

<u>Rates</u>	<u>Straight Time Hourly Rate</u>	<u>Overtime</u>
Mechanic	\$	\$
Helper/Apprentice	\$	\$

Billing for Parts & Materials:

Contractor's certified cost plus _____%

Discount percentage for prompt payment _____%

Bidders are reminded that notwithstanding the hourly rates bid they are required to pay prevailing wage rates per bid specifications.

The Contractor's shall pay only for time on site (not travel time).

Please indicate hours of operation considered to be straight time and overtime

Invoices:

- e. Must reference the purchase order number and a copy of the work order must be attached. Submit copies of certified payrolls, and
- f. Provide copies of vendor's original receipts or invoices from the manufacturer for the purchase of materials.

4.0. Kitchen Exhaust

<u>Rates</u>	<u>Straight Time Hourly Rate</u>	<u>Overtime</u>
Mechanic	\$	\$
Helper/Apprentice	\$	\$

Billing for Parts & Materials:

Contractor's certified cost plus _____%

Discount percentage for prompt payment _____%

Bidders are reminded that notwithstanding the hourly rates bid they are required to pay prevailing wage rates per bid specifications.

The Contractor's shall pay only for time on site (not travel time).

Please indicate hours of operation considered to be straight time and overtime

Invoices:

- g. Must reference the purchase order number and a copy of the work order must be attached. Submit copies of certified payrolls, and
- h. Provide copies of vendor's original receipts or invoices from the manufacturer for the purchase of materials.

Notes:

- (1) Bid will be valid for one year from date of award.
- (2) The work under this bid is subject to prevailing wage (as per NY State Labor Law, article 9), and therefore, in addition to the forms in Section IV, please note that the winning vendor will be required to submit copies of certified payrolls with the invoices. For further info, please refer to:
<http://www.labor.state.ny.us/workerprotection/publicwork/OWSaccess.shtm>
reference – PRC # 2010900689.

Section III-

General Bid Terms and Conditions

All bids are subject to the following terms and conditions unless modified on the reverse side of the bid. Upon issuance of the purchase under the bid, the terms of the bid shall apply to such orders.

- All bids must be on domestic products unless otherwise instructed. Substitutions For domestic items will result in cancellation of orders.
- Bids on equipment must be on standard new equipment, except otherwise stated In proposal. It shall be understood that all equipment and appurtenances which are Usually provided in the manufacturer's stock model shall be furnished.
- Bids on materials and supplies must be for new items except as otherwise Specified.
- If the bidder declares that the bid is made without any established agreements With other bidders, then it is in all respects fair and without collusion or fraud.

Surety:

- In the event that an award is made, the Commissioner of administrative services reserves the right to request successful bidders to post within one week a performance bond of one hundred percent of the amount of the award for security reasons. It shall be understood
That the whole or any part of the bid may be used by the Town of North Hempstead, to supply for any default on the part of the bidder. Such bonds must meet all the requirements of the Town Attorney.

Samples:

- Samples when required must be submitted strictly in accordance with instructions; or the Bid may not be considered.
- If samples are requested after the bid's opening, they must be delivered within five (5) Days of the request for the bid to have consideration.
- Samples must be furnished free of charge and must be accompanied descriptive Memorandum invoices, indicating the bidder desires their return, provided they have not Been used or made useless by tests.
- Award samples may be held for comparison with deliveries. Samples will be returned At the bidders risk and expense.

Award:

- The Commissioner of administrative services, prior to award, reserves the right to investigate whether the bidder meets all qualifications, or facilities set forth herein and whether they are ample and sufficient to insure the proper performance in the event of an award.
- The bidders must be prepared, if requested by the Commissioner of administrative services, to present evidence of experience, ability and financial standings. In addition, they must prepare a statement of plans, machinery and capable capacity of the manufacturer in the
Production distribution of the material on which he or she is bidding.
- Upon request of the Commissioner of administrative services, a successful bidder shall file certification from the manufacturer, including, relative authorization, delivery, service and guarantees.
If it is found that the conditions of the bid (as stated above) are not complied with, then The Commissioner of administrative services may reject the bid.

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- It is distinctly understood however that it is no obligation of the Commissioner of administrative services to make any examinations before award. It shall further be understood that if such an examination is made, it in no way relieves the bidder from fulfilling all requirements and conditions of the bid.
- Awards will be made to the lowest responsible bidder taking into consideration the reliability of the bidder, the quality of the material to be furnished, its conformity with the specifications, the purpose for which required and the terms of the delivery. If two or more bidders submit identical bids as to price, the determination of the Commissioner of Finance to letting the contract to one or more of the identical bidders shall be final. The Town may grant consideration to a cash award.
- The Commissioner of administrative services reserves the right to judgment, to reject any and all bids in whole or in part to the technical defects, irregularities and omissions in order to serve the best interests of the Town.
- Unless otherwise indicated herein, the Commissioner of administrative services reserves the right to make awards by items, classes or by groups of items, part of whole.

Deliveries:

- All deliveries shall be made as specified in a schedule of locations and as will be indicated on the specific purchase orders issued.
- Upon failure of the vendor to deliver within the time specified by the Commissioner of Finance, or failure to make replacement of rejected articles, then the Commissioner of Finance may purchase from other sources to take place of the item rejected or not delivered.
- The Commissioner of administrative services reserves the right to authorize the immediate purchase from other sources against rejection of any order when necessary. On all such purchases the vendor shall promptly reimburse the Town for the excess costs occasioned by such purchases. Should the cost be less, the vendor shall have no claim to the difference. Such purchases will be deducted from order quantity.
- An order may be cancelled at the vendor's expense upon non-performance. failure of the vendor to furnish additional surety within ten (10) days from the date of request shall be sufficient cause for cancellation of the order.
- If the articles or equipment delivered fail to meet the specifications, identified herein or if the vendor consistently fails expected delivery, then the Commissioner of administrative services has the right to cancel the order and purchase from the other sources at the vendor's expense.
- Cancellation of order for any reason may result in the removal of the bidder's name from the mailing list for future bids for an indeterminate period.
- Delivery must be made as ordered and in accordance with the bid. If delivery instructions do not appear physically on the order, then it will be interpreted to mean prompt delivery. The decision of the Commissioner of administrative services on delivery terms shall be final. Burden of proof in the delay of in receipt of order shall rest with the vendor.
- The town agencies will not schedule any deliveries for Saturdays, Sundays or legal holidays, except commodities required for daily consumption or when delivery as an emergency, a replacement, or is overdue. In such an event, the convenience of the of the agency will govern.
- Supplies shall be packed securely and properly for shipment, according to accepted commercial practice, without extra charge for packing cases, reels, bailing or sacks. The containers are to remain property of the agency unless definitely stated or otherwise in the bid.
- The vendor is responsible for maintaining the conditions of the supplies until the point of Destination is reached. The vendor shall also file all claims with carrier for breakage,

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imperfections and other losses, which will be deducted from invoices. The receiving agency will note for the benefit of the vendor when packages are not received in good

condition.

- All supplies, which are customarily labeled or identified, must be securely affixed to the Original, unmutilated label or marking of the manufacturer.
- Billings for deliveries must be posted on the claim forms.
- Furniture, machines and other equipment must be delivered, installed, and set in place as directed and ready for use, unless otherwise specified.
- Deliveries are subject to re-weighing at the discretion of the Town and payment will be made on the net weight of the material delivered. Normal shipment will be allowed where shrinkage is possible. Short weight shall be sufficient cause for cancellation of order at vendor's expense.

Guarantees by Bidder:

-The Bidder hereby guarantees:

- To keep the Town, its agents and employees from liability of any nature form the use of any copyrighted composition, secret process, patented or unpatented invention, article or application furnished or used in the performance hereof which the bidder is not patentee or assignee or licensee.
- To keep its products against defective material or workmanship and to repair or replace any damages occurred in transit.
- To supply adequate protection from damage for all work and to repair damages of any kind, for which his or her employees are responsible, to the building or equipment, to his own work or to the work of other vendors.
- To pay all permits, licenses and fees, as well as give all notices and comply with all laws and ordinances of the City, Village or Town in which the installation is to be made, and of County of Nassau and the State of New York.
- To carry proper insurance to protect the Town from loss in case of accident, fire or theft.
- It must keep themselves fully informed of all municipal ordinances and regulations, State and National laws in any manner affecting the work or goods herein specified. Any extra work contracted by the bidder, shall at all times observe and comply with said ordinances, laws and regulations, including all provisions of the workman's compensation and labor laws. They shall indemnify and keep harmless the Town of North Hempstead, its officers and agents against any claim or liability arising form it based on violation of any such laws, ordinances or regulations.

Tax Exemption:

- Purchases by the Town of North Hempstead, a political subdivision of the State of New York, are exempt from Federal and State or Excise taxes. Accordingly, bidders shall not include these taxes in the bid price. Exemption certificates shall be furnished upon request.

Waiver of Immunity:

- Following the provisions of Chapter 605 of the Law of 1959. If any person when called to testify before a Grand Jury; Head of the State Department; Temporary State Commission of other State Agencies, as well as, the Organized Crime Task Force (in the Department of Law). The Head of the Municipal Department and other Municipal Agencies (which are empowered to comply the attendance of witnesses and investigate them under oath regarding any issues with the state of New York). Any other political subdivision which

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refuses to answer any relevant questions concerning the contract (although offered immunity against the use of his or her answer), shall be disqualified for a period of five (5)

years. If such a person refuses to answer any relevant questions as previously mentioned, then this contract may be canceled and terminated by the Town without the Town incurring any penalty or damages. Any monies owed for goods delivered or prior work to the cancellation shall be paid.

Specifications:

- Bids submitted hereunder shall be in accordance with detailed specifications set forth herein. If materials offered differ from provisions contained in specifications or in bid sheets, then such differences must be explained in detail in writing and must be submitted along with the bid. Such bids will receive careful consideration, however such material must abide by specifications set forth in the bid form.

Trade Customs:

- There shall be no inferences to trade customs, terms, discounts or conditions on sale applicable, which are not specifically expressed in the specifications and proposals on which the award is based nor contrary to the state finance law.

Assignment:

- The Bidder represents that it will not assign the contract arising from the award of this Bid without the prior written consent of the Commissioner of administrative services.

Equal Employment Opportunities for Minorities, woman and military personnel:

- The Town of North Hempstead recognizes the need to take affirmative action to ensure that Minority Women owned business enterprises and minority and women employees and principals are given opportunity to participate in the performance of contracts of the Town of North Hempstead. This opportunity for full participation in our free enterprise system by persons traditionally, socially, economically disadvantaged is essential to obtain social and economic equality.
The Town of North Hempstead promotes the participation of each individual and business firms in contracts of this Office. The Town also prohibits discrimination on military status.

Nondiscrimination Clause:

- During the performance of this contract, the contractor agrees as follows:

- The hiring of employees for performance of work under this contract or any subcontract hereunder assures all individuals right to employment without discrimination. No contractor, subcontractor or any person acting in behalf of a contractor or subcontractor has any reason to discriminate against any citizen of the State of New York, based on race, creed, color, disability, sex, marital status or national origin. As long as such a person is qualified and available to perform the work to which the employee relates, he or she is equally qualified for their job of desire.
- Any violation of the provisions outlined in this contract or any act of discrimination against an individual, will be charged against the contractor. There may be deducted from the amount payable to the contractor by the Town of North Hempstead under this contract a penalty of five (\$5) dollars for each person per calendar day, whom the contractor discriminated against in.
- This contract may be canceled or terminated by the Town of North Hempstead and all monies due or to become hereunder may be forfeited.

Section IV- Forms

BIDDERS STATEMENT

CONTRACT

THIS IS NOT AN ORDER

THE BIDDER HEREBY ACKNOWLEDGES, without qualification, that s(he) will abide by all terms and conditions pursuant to this bid, including but not limited to the bid specifications, specific terms and conditions, general terms and conditions and bid prices hereto.

FURTHER, the undersigned offers and agrees to furnish any and all items upon which prices are bid at the price set forth for each item bid, if this bid is accepted within _____ days from the opening date stated in the invitation on the first page of this bid document. DELIVERY to destination stated will be made within _____ days after the receipt of the order. CASH DISCOUNT ALLOWED _____ % 20 days.

Bid respectfully Submitted By: _____
Signature

Type/Print Name: _____

Title: _____

Telephone Number: _____

Business Address : _____

(1) If an individual doing
Business as _____

(2) If a Partnership

(Member of firm)

(Member of firm)

(3) If a Corporation

(Name of Corporation)

(Officer) _____
(Title)

ATEST: _____ (Witness)

DATE: _____

**Town of North Hempstead
Non-Collusive Bidding Certification**



By submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any other competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Contractor's Signature

Date

Name of Business

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Administrative Services - Division of Purchasing

220 Plandome Road, P.O. Box 3000
Manhasset, N.Y. 11030

INSURANCE CERTIFICATE

The following insurance currently exists on behalf of (Name and Address of Insured Contractor)

BID DESCRIPTION: _____

- (1) Worker's Compensation:
Insurance Carrier : _____
Policy Number(s): _____
- (2) Comprehensive General Liability with complete operations (plus x.c.u when applicable) to which the Town of North Hempstead has been added as additional insured, and Automobile Liability:

(A) ONE MILLION -----1,000,000.00-----DOLLARS
Combine single limit (bodily and personal injury/property damage)
Insurance Carrier: _____
Policy Number(s): _____
- (3) The above insurance is effective with N.Y.S. admitted insurance Companies.
- (4) Policy cancellation or non-renewal shall be effective only upon thirty (30) days' prior notice by certified mail to:

TOWN OF NORTH HEMPSTEAD- Administrative Services
220 PLANDOME ROAD, P.O. BOX 3000
MANHASSET, N.Y. 11030

Authorized Insurance Agents' Signature and Title:

Name, Insurance Affiliation and Address _____

**Town of North Hempstead
Department of Administrative Services**



All Bidders Please Note

In accordance with Labor Law, bidders are required to pay their employees the appropriate prevailing wage rate. In addition, note the new legislation that went into effect February 24, 2008 as attached.

Further questions regarding prevailing wage rate please see the website:

www.labor.state.ny.us

All forms and insurance requirements must be returned with the bid document.

Date:-----

Name: (print)-----

Signature-----

NEW LEGISLATION

Effective February 24, 2008

WORKER NOTIFICATION – [A9052](#) – [S6240](#)

This provision is an addition to the existing prevailing wage rate law, Labor Law §220, paragraph a of subdivision 3-a. It requires contractors and subcontractors to provide written notice to all laborers, workers or mechanics of the *prevailing wage rate* for their particular job classification *on each pay stub**. It also requires contractors and subcontractors to *post a notice* at the beginning of the performance of every public work contract *on each job site* that includes the telephone number and address for the Department of Labor and a statement informing laborers, workers or mechanics of their right to contact the Department of Labor if he/she is not receiving the proper prevailing rate of wages and/or supplements for his/her particular job classification. The required notification will be provided with each wage schedule, may be downloaded from our website www.labor.state.ny.us or made available upon request by contacting the Bureau of Public Work at 518-457-5589.

* In the event that the required information will not fit on the pay stub, an accompanying sheet or attachment of the information will suffice.